EQUAL OPPORTUNITY COMPLIANCE (EOC) SYSTEM PRIME CONTRACTOR/CONSULTANT USER MANUAL

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INTRODUCTION

The Equal Opportunity Compliance (EOC) is a web based application designed to manage the DBE Program and ensure compliance of <u>DBE/MBE</u> reporting. The EOC Contractor/Consultant module is for **Prime Contractors and Consultants** statewide to report their **Bidder Opportunity List**, **DBE Commitments, and DBE/MBE Subpayments.** The Prime Contractor/Consultant is responsible for DBE/MBE reporting on **Construction, Maintenance, Professional Services and Local agency contracts.**

Once the Prime Contractor/Consultant is <u>awarded</u> a FDOT contract, the diagram below provides a quick snapshot of the sequence of steps they are required to perform in order to be compliant in EOC.

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┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
│ Login into   │──▶│ Setup        │──▶│ Report DBE   │──▶│ Report DBE   │
│ EOC System   │   │ Subagreements│   │ Commitments  │   │ and MBE      │
│              │   │ for DBE/MBE  │   │ for DBE Subs │   │ Payments     │
│              │   │ Subs         │   │              │   │ monthly      │
└──────────────┘   └──────────────┘   └──────────────┘   └──────────────┘
```

The purpose of this manual is to provide information for **Contractor/Consultant** users on how to use the EOC system in submitting Bidders Opportunity List, DBE Commitments and DBE/MBE Payments. Items discussed in the manual include:

- ➢ **Brief Overview of how contracts get into EOC**

- ➢ **Request EOC Access**

- ➢ **Create Bidders Opportunity List & Subcontractor list**

- ➢ **Create Sub agreements**

- ➢ **Create DBE Commitments/Anticipated DBE Participation**

- ➢ **Report DBE/MBE Payments(new payments, revise existing payments, retainage etc)**

- ➢ **Report DBE Commitments and Payments with 60% material supplier code**

- ➢ **The Concept of Pay adjustments**

- ➢ **Local Agency Contracts**

- ➢ **Run Adhoc EOC reports**

1. BUSINESS FLOW OF CONTRACTS IN EOC

Contracts in EOC get imported into the application by batch programs that run nightly. These batch jobs add and update contracts from the following three enterprise applications which are **Trns*port, PSI and LAPIT**.

- **Trns*port:** source for <u>Construction/Maintenance</u> contracts
- **PSI:** the source for <u>Professional Service</u> contracts
- **LAPIT**: the source for <u>Local Agency</u> contracts

Business Flow - Contracts
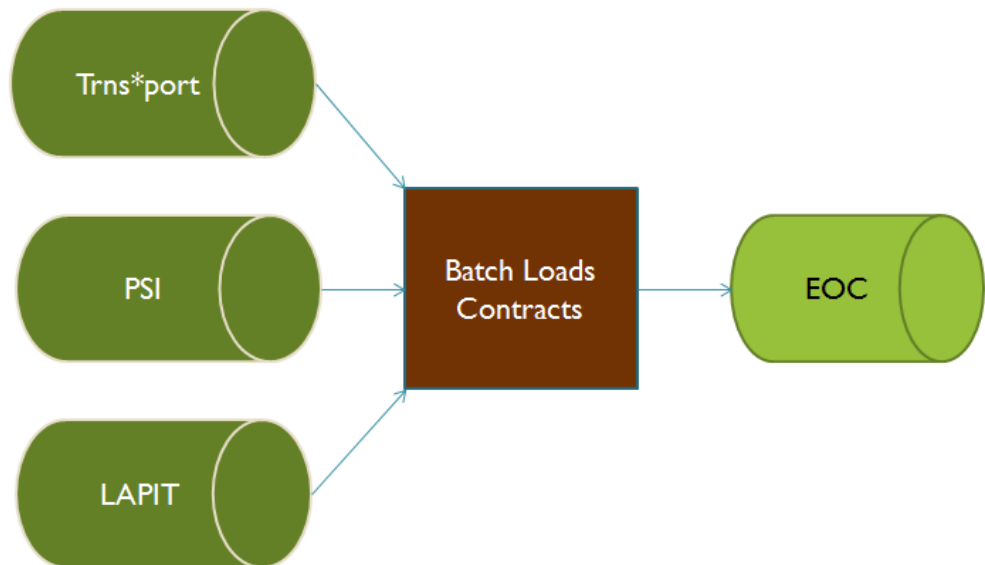
2. EOC ACCESS

Prime Contractors/Consultants that do not have an EOC userid and password will need to fill out the EOC access form; form is located **->** CLICK HERE. Please fill out the form and send it to **EOOHelp@dot.state.fl.us**. The form can also be located at the link**->**

http://www.dot.state.fl.us/equalopportunityoffice/eoc.shtm
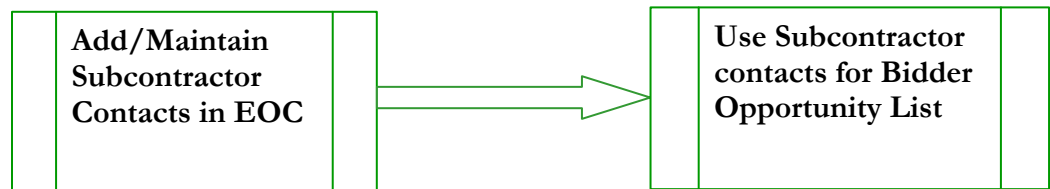
3. BIDDER OPPORTUNITY LIST

Bidder Opportunity List is a list of vendors that you often get quotes for your bidding. Contractors/Consultants should complete the Bidder Opportunity list in EOC within **3 business days** of submission of the bid proposal.

> **NOTE:** The Bidder Opportunity submission in EOC closes after **30 days from contract execution**, this means that EOC will not allow user to submit their Bidder Opportunity after 30 days from the time the contract was executed.

Before setting up your bidder's opportunity list, your first step is to setup your **Subcontractor Contacts** list. The **Subcontractor contact** list is more like a black book or address book that enables the user to setup their Subcontractors or Sub-consultants for their Bidders list.

> **NOTE:** Once you setup your subcontractor contact list, you can reuse it for other bids in the future. You don't have to set them up again.

3. 1 SET UP SUBCONTRACTOR CONTACTS

Add/Maintain Subcontractor Contacts in EOC		Use Subcontractor contacts for Bidder Opportunity List

To setup your Subcontractor Contacts, perform the following steps:

➢ Click the **Subcontractor Contacts** tab
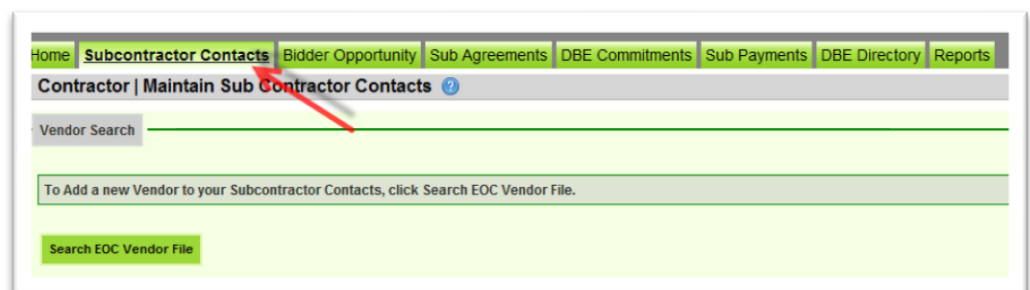
➢ Select **Search EOC Vendor File** button

➢ Enter either the Vendor ID <u>or</u> Vendor Name. When searching by Vendor ID; put an **F** at the beginning of the vendor id# **(e.g. F123456789)**

➢ Next, click the **Search EOC Vendor File** button or **Extended Search of Master Vendor** button
➢ Click **Select** beside the desired firm

➢ Select the **Add Selected Vendors** button

➢ To add the Specialty Code (type of work), Select the **Add New Specialty code** link choose the desired Specialty code from the drop down box.

➢ Click the **Save** button when done

➢ You will get a notification that your contacts have been added. Click **Ok** when done.
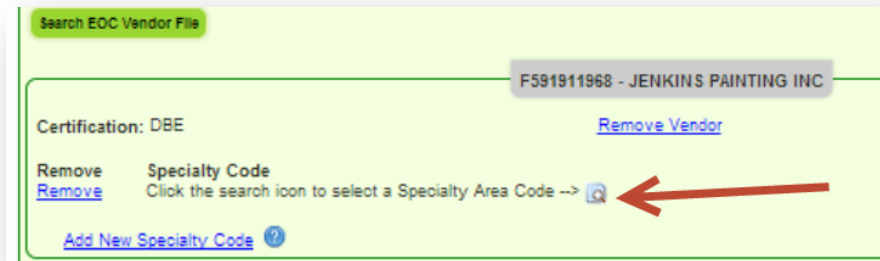
NOTE: You can also select the specialty code by clicking the *magnifying glass* to search the code by description.

❖ **Side note:** To use the Magnifying glass to select the specialty code, perform the following steps->
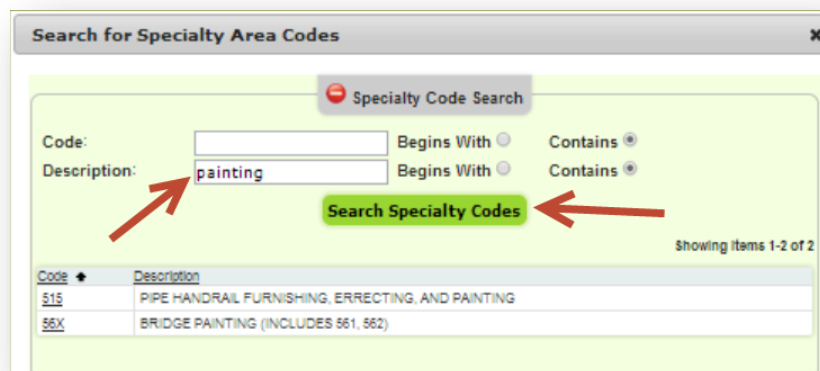
- Select the magnifying glass icon

- Enter description in the description box. Next, click the **Search Specialty codes** button.
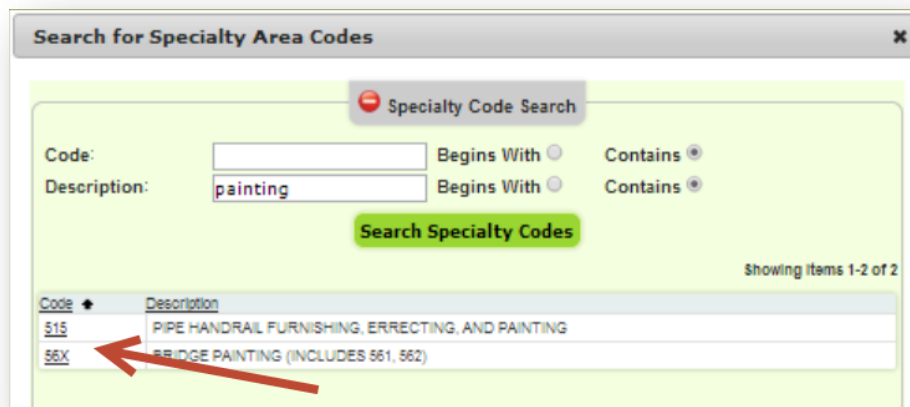
- Select the desired code when it populates.
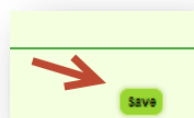
- Click the **Save** button when done.

3.2 SET UP BIDDERS OPPORTUNITY LIST

After setting up your **Subcontractor Contacts list**, you can proceed to the Bidders List tab. This section will show you how to report your Bidder opportunity list.
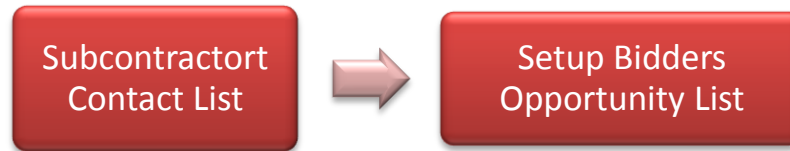
➤ Enter **proposal ID** in the Proposal ID box. You can also search by using Proposal Category drop down to select the Contract category, advertise dates and district fields.

➤ Next, Click **Search** button
➤ A set of proposal IDs is displayed, **Click** on the desired proposal ID

➢ Select the **Add Subcontractors** button on the Proposal Summary screen.

NOTE: If you don't have Subcontractors, select the **Submit with No Subcontractor** button.

➢ After selecting **Add Subcontractors** button, you will notice that the Subcontractors that you setup in your **Subcontractor Contacts tab** page will be displayed.

➢ Select the desired sub and click the **plus** arrow ( ) to add it. -> *(*Helpful tip: **To select multiple vendors, hold down Shift key on keyboard and click the subs you want to add**

➢ Click the **Continue** button

- Click the **Save and Submit to FDOT** button when done and ready to submit to FDOT. However, if you are <u>not</u> ready to submit to FDOT but would like to save, click **the Save Do Not Submit to FDOT.**

- Click **Ok** when confirmation message displays.

NOTE: If you clicked the **Save Do Not Submit to FDOT**, the proposal will still appear in your <u>Unsubmitted</u> list. You can make edits to it.

- To view and print your Bidders List submission, you can run the **Bidder Opportunity List Report** located in the <u>Reports tab.</u>

4.0 SETUP SUBAGREEMENTS

The **Sub agreement tab** in EOC is where the Subcontractor(s)/Subconsultant(s) are setup in preparation for DBE Commitments, DBE/MBE Payments reporting. The diagram below outlines the basic process flow of steps the user needs to accurately do their reporting in EOC.

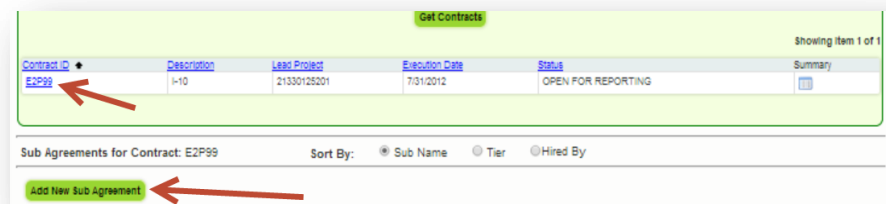To setup your Sub agreements, perform the following steps:

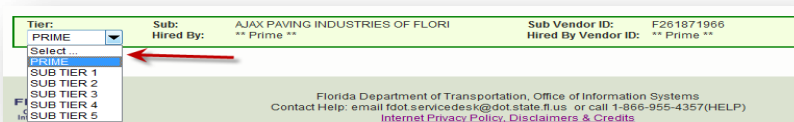➢ Select the **Sub Agreements** tab

➢ Enter the **contract ID** in the contract id box

➢ Click the **Get Contracts** button
➢ Select the **contract id** and click the **Add New Sub Agreement** button

➢ Select the **Tier Level** in the drop down box

> **NOTE:** Tier level defaults to 1st tier; select the tier level by selecting the drop down arrow on the tier level. 1st tier sub is directly hired by the Prime; 2nd tier is hired by the first level sub, 3rd tier is hired by the second level sub; etc). Select Prime when the **Prime is a DBE** as they have to set themselves as a Sub for DBE reporting.

➤ Next, click **Select Sub** button to add your Sub

➤ You can search by <u>either</u> the Vendor ID # <u>or</u> the Name of the desired Sub. If the Vendor ID is used, it must be fully entered beginning with an F at beginning. (A partial name may be entered and either *Begins With* or *Contains* must be selected).

➤ Click on the **EOC Vendor File** search button. If firm doesn't populate, then click on the **Extended Search of Master Vendor** button

➤ Choose the vendor by clicking **Select**

➤ Click the **Save** button when done

5.0 DBE COMMITMENTS IN EOC

Now that your **Sub agreements** have been setup, you can now report your DBE commitments. DBE Commitment is the **DBE Participation Percentage** or Subcontract that you have with your DBE Subcontractors/Subconsultants. Reporting your DBE Commitment is the initial step you have to perform before reporting DBE payments. **We strongly encourage our EOC users to report DBE Commitments for their Sub(s) as this will have an impact on their DBE Letter Grades. DBE Letter Grades are based on what the Prime reports under the DBE Commitment tab.**

> **NOTE:** DBE Commitment reporting is only applicable to **DBE Subs.**

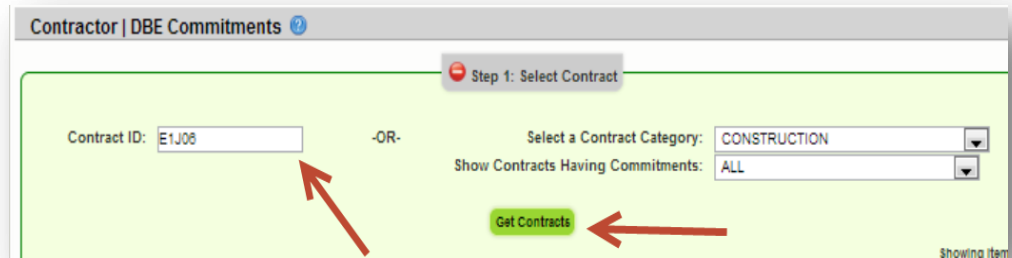## 5.1 REPORT A DBE COMMITMENT

❖ To report a DBE Commitment, perform the steps below:

➢ Click the **DBE Commitments** tab. (You can also use the DBE commitment link on the sub agreement screen to get to the DBE commitment tab).
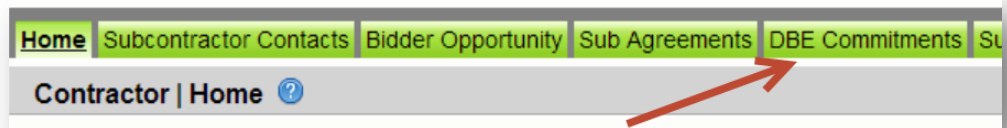
➢ Enter **Contract id** in the contract id box (you can also use contract category to locate your contract). Next, click **Get Contracts** button.

➢ Select **Sub**

➢ Click the **Add New Commitment** button.

➢ Select the work type Sub is performing by picking **NAICs** from the NAICs dropdown and **Specialty code** from the Specialty code drop down.

NOTE: The **NAICS** is the work type the firm is certified to do work. If you don't know the type of work that the Sub is performing on the project, please contact your project manager as you will need it for DBE Commitments and DBE Payment reporting.

➢ Next, enter the **Commitment Amount (DBE Percentage)** in the Commitment box and select the contract category to choose the type of contract.

➢ Select the **Submit** checkbox

➢ Click **Save** button

➢ Click **OK** when confirmation that sub has been saved is displayed

➢ To view or print out the DBE Commitments you have submitted, proceed to the report section and run the **Contract Commitment details** report.

Good Job! You have just reported your DBE Commitment(s)

5.2 REVISE A DBE COMMITMENT

If you need to increase or decrease an existing **DBE Commitment** that has already been submitted, user will need to create a <u>new adjustment</u> record. Also if the DBE is no longer on the project, then user will have to create an adjustment record to zero out the DBE Commitment.

❖ To revise a DBE Commitment, perform the steps below:
➢ Click the **DBE Commitments** tab

➢ Enter **Contract id** in the contract id box. Next, Click **Get Contracts** button
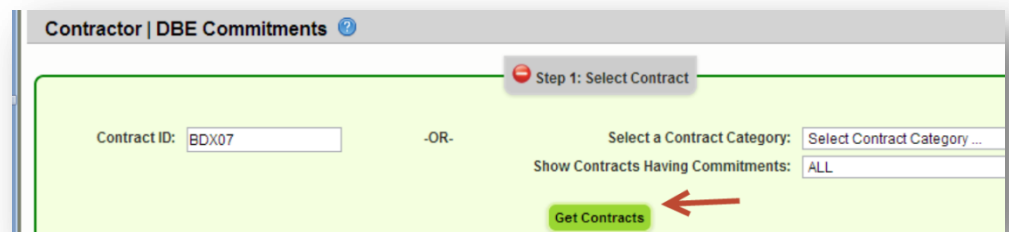
➢ Select **Sub**
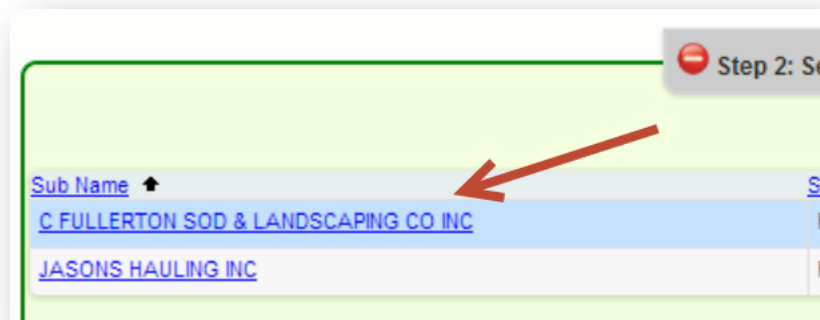
➢ Click the **Add New Commitment** button to create an adjustment DBE Commitment record

➢ Select the same **NAICS** and **Specialty code** as the record being adjusted so changes are reflected correctly. Next, enter the adjusting DBE Commitment amount. (E.g. amount would be negative if you need to cancel out; if you need to decrease/increase it, enter difference.)

➢ Select the **Submit** checkbox and Click **Save**

5.3 REPORT ZERO DBE UTILIZATION

If you **are not** using any DBE Subcontractors/Sub-consultants on your project, you are required to report zero DBE utilization in EOC by performing the following steps:

➤ Click the **DBE Commitments** tab and enter contract id in the contract box

➤ Next, Click **Get Contracts** button
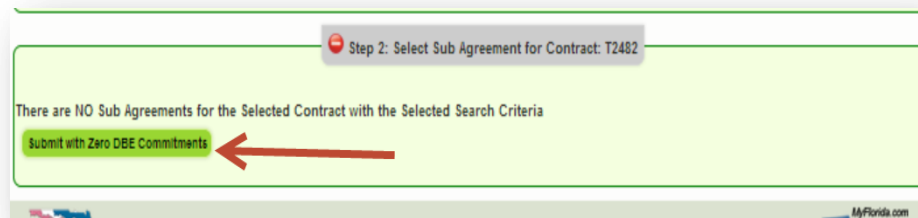
➤ **Select** the contract id by clicking on it

➤ Next, click the **Submit with Zero DBE Commitments** button as shown below

➤ Confirmation that sub has been saved is displayed, Click **OK**

> **NOTE:** If you get DBE Subs on the Project, you can always setup your Subagreements and then report your DBE Commitment.

6.0 PAYMENTS

Once the Prime pays their Subcontractor(s)/Subconsultant(s), they need report the payment(s) accordingly in EOC. Payment reporting in EOC is for **DBE and MBE Subcontractor(s)/Subconsultant(s).**

6.1 REPORT A DBE SUBPAYMENT

After performing your DBE payment housekeeping steps, you can proceed to reporting your DBE payment(s). Below is a set of instructions that will guide you on how to report your DBE Sub Payments.

DBE Payment Housekeeping

| 1. Setup Sub(s) in the **Subagreement section** | **2**. Setup the **DBE Commitment** section for DBE Sub(s) | **3**.Make note of the **NAICS code(s)** listed in the DBE Commitment section as you will need it for **DBE credit** on the Payment screen | **4.** Proceed with submitting DBE Payment |
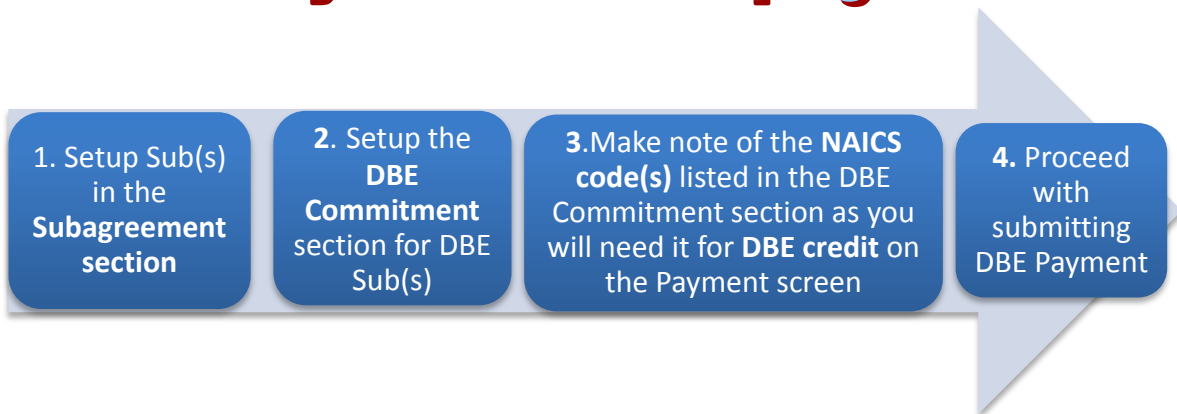
- ➢ Select the **Sub payments** tab
- ➢ Select **Add New Sub payments**
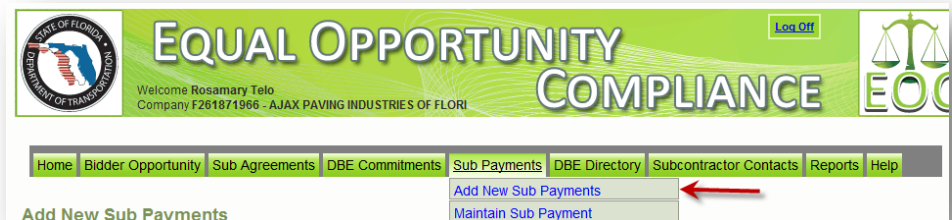
- ➢ Enter **Contract ID** in the contract id box (you can also use Contract Category drop down to search)

➢ Click the **Get Contracts** Button

➢ Select **Contract id** by clicking on it

NOTE: The summary icon shown below gives a summary of the contract

➢ Click on the desired Sub to add payments

➤ The Payment Summary screen is displayed as shown below. Enter the details in the Payment summary.

❖ Below is a description of the payment fields. The fields with the ==asterisk*== are required fields.

Fields	Description
Payment date*	Date when payment was made to sub
Work performed Begin Date*	Begin date is the service period that the Sub performed the work
Work Performed End Date*	End date is the service period that the Sub performed the work ended
Retainage	Amount withheld from Sub
Total payment	Amount paid to Sub
Payment Type	If regular payment or if it is an adjustment
Work complete Date(should be filled in when entire job is done	Date when the entire work is complete for the Sub. When **final payment** is made, this date should be filled in.
Zero Dollar Payment	This is optional. It can be used if you don't have any payments to report for the month. Note: If you use this selection, you will need to specify the Zero Payment reason.

➤ Next, Click the **Add Payment Detail** button to add the **NAICS/Specialty codes** and **DBE credit amount**. Payment detail is where you claim the DBE credit on the payments. The **DBE Credit amount** is the payment amount that is being claimed for **DBE Credit.**

Make sure to use the **same NAICS and Specialty code** for both your **DBE Commitments and DBE Payments** reporting. **Tip:** Run the Contract Commitment details report to view the NAICS reported for the DBE Commitment.

➢ Click **Save** button when done

➢ A confirmation that payment has been saved will be received. Click **Ok.**

Payments for Contract: T4036, have been saved.

OK

6.2 REPORT A NON-DBE SUBPAYMENT (MBE Subcontractor)
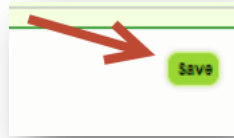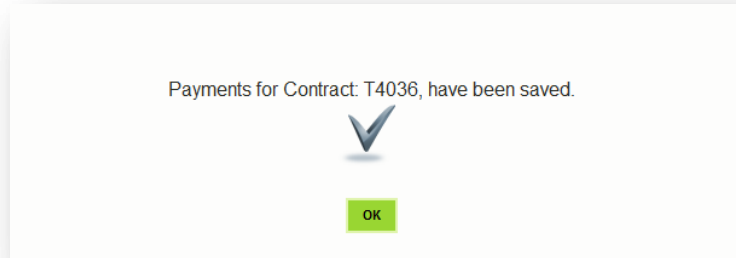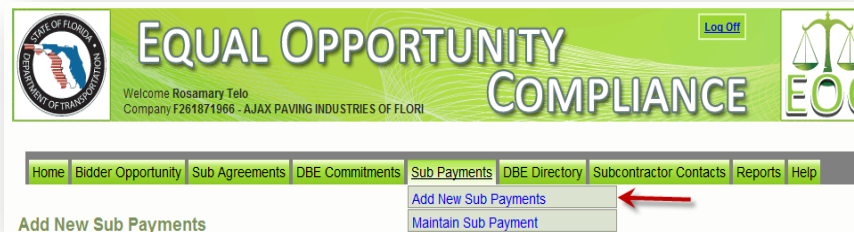
Once the Prime pays their MBE **Subcontractor(s)/Subconsultant(s)**, they need report the subpayment(s) in EOC. Below is a set of instructions that will guide you on how to report your MBE Sub Payments.

➢ Select the **Sub payments** tab
➢ Choose **Add New Sub payments** option

➢ Enter **Contract ID** in the contract id box (you can also use Contract Category drop down to search)

➢ Click the **Get Contracts** button

➢ Click on the **Contract id**

➢ Select the desired **Sub**

➢ The Payment Summary screen will display as below. Enter the details in the Payment summary.

❖ Below is a description of the payment fields. The fields with the <mark>asterisk*</mark> are required fields.
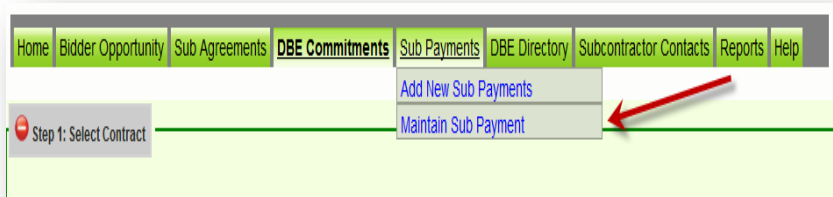
Fields	Description
Payment date*	Date when payment was made to sub
Work performed Begin Date*	Begin date is the service period that the Sub performed the work
Work Performed End Date*	End date is the service period that the Sub performed the work ended
Retainage	Amount withheld from Sub
Total payment	Amount paid to Sub
Payment Type	If regular payment or if it is an adjustment
Work complete Date(should be filled in when entire job is done	Date when the entire work is complete for the Sub. When **final payment** is made, this date should be filled in.
Zero Dollar Payment	This is optional. It can be used if you don't have any payments to report for the month. Note: If you use this selection, you will need to specify the Zero Payment reason.

➢ Click **Save** button when done
➢ A confirmation that payment has been saved will be received. Click **Ok.**

6.3 REVISE AN EXISTING DBE SUBPAYMENT

NOTE: Once a DBE payment has been submitted, the record is locked. To revise a payment, the user needs to create an **adjustment record**. These revisions are done in the **Maintain Subpayment** option.

➢ Select the **Sub payments** tab
➢ Choose the **Maintain Sub payment**

➢ Enter **Contract ID** in the contract id box

➢ Click the **Get Contracts** button
➢ Select the **Contract id** by clicking on it

➢ Click on the **Sub**

➢ Select the **payment date** of the record that you would like to make revisions/adjustments

➢ The **Maintain Payment** Information screen is displayed.

NOTE: Since the DBE payment has a **payment detail**, we need to revise the payment detail portion first. You do that by creating an adjustment payment detail record.

➢ Click **Add Payment detail** button

➤ **Next,** enter the <u>same</u> NAICS/ Specialty code as the record being revised, and then enter a **negative** for the DBE credit amount to zero it out. As shown, the adjustment record has the <u>same</u> NAICS and Specialty (e.g. *NAICs 561730* & *Specialty 580*) as the record being adjusted with a negative adjustment amount.

➤ Next, change the **Total Payment Amount** in the payment summary since the bottom portion is zeroed out

➤ Click **Save** button when done
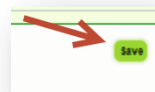
➤ To print out the revisions you have submitted, you can run the **Contract Sub Payment Details** report located in the Report tab.
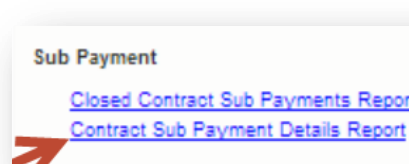
6.4 REVISE AN EXISTING NON-DBE SUBPAYMENT

To revise a payment to a Non-DBE Sub you can use the delete checkbox. The steps below will assist you on how to delete a payment:

➢ Select the **Sub payments** tab
➢ Choose the **Maintain Sub payment**

➢ Enter **Contract ID** in the contract id box

➢ Click **Get Contracts** button
➢ Select the **Contract id** by clicking on it

➢ Click on the **Sub**

➢ Select the **payment date** of the record that you would like to make revisions/adjustments

➢ Click on the **Delete** checkbox as shown below in the payment summary

➢ Click **Save** button when done

6.5 RELEASE RETAINAGE FOR FINAL SUBPAYMENT

Retainage is the amount withheld from the Sub. Retainage is entered in the retainage field as part of a payment entry. Retainage is released when user is making a **final** payment.

❖ To release your retainage, please do the following steps:

➢ Go to **Subpayments** and Select **New Payment**

➢ Enter your **contract id** in the contract id box

➢ Select the **Sub**

➢ In the Payment Summary box, enter the <u>retainage to date</u> as a **negative amount** in the <u>retainage field</u>. Next, enter the **positive amount** of the retainage in the total payment amount as shown below:

➢ Next, **Mark your final payment** check box and enter <u>work complete date</u>

➢ Next, to claim <u>DBE credit</u> for the retainage, click on the **Add Payment Detail** button and enter DBE credit amount the same as the payment amount. Remember to select the NAICS/Specialty code work types as well.

NOTE: Once a user submits a final payment for a particular Sub agreement, they will no longer be able to submit further payments. However if they need to submit additional payments, they can unmark the final payment checkbox. To do so, they can refer to the next section that outlines on how to uncheck the Final Payment box.

6.6 UNCHECK THE FINAL SUBPAYMENT BOX

The final payment checkbox should be selected when users are submitting their **final** invoice. In instances where users need to **uncheck** the final checkbox, below are the steps outlined:

➢ Select the **Sub payments** tab
➢ Select **Maintain Sub payments**
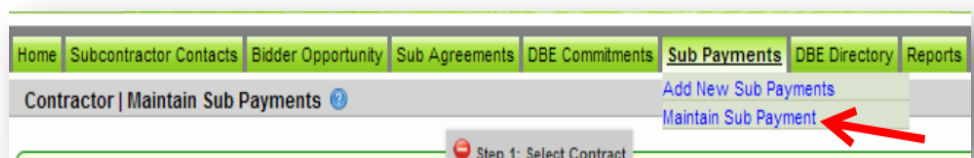
➢ Enter **Contract ID** in the contract id box and click **Get Contracts** button
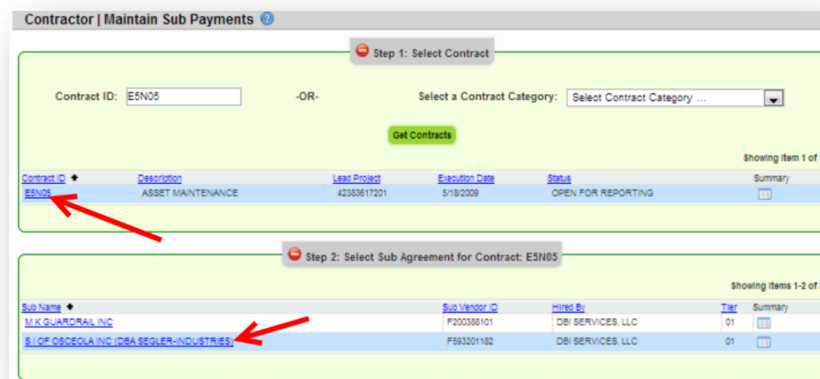
➢ Select the **Sub**
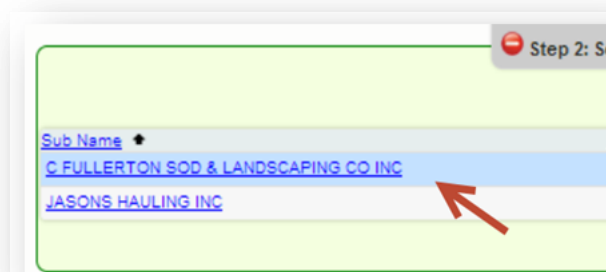
➢ Locate the **payment** that has <mark>**"Yes"**</mark> listed under Final payment column

➢ Select the **Payment date** accordingly

➢ Uncheck the **Final payment** box as shown below and Save

➢ Click **Save** button when done
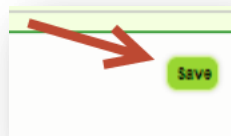
7.0 CALCULATION OF 60% in EOC FOR DBE SUBS

This is applicable to material supplier codes. For work types/NAICs codes that are material supplier (**specialty code 220**), the prime will get DBE credit of 60%. In the **DBE Commitment** screen, the system **will** calculate the 60% based on what the user inputs for the DBE Commitment amount. However, on the **Payment side**, the system **does not** calculate the **60%.** Therefore, the user will have to manually put in the 60% in the payment detail for the DBE credit.

7.1 REPORT 60% CODE DBE COMMITMENT

To enter a material supplier DBE Commitment, perform the steps below:

➢ Click on the **DBE Commitments** tab and enter contract id in the contract box

➢ Select **Get Contracts** button
➢ Click the **Add New Commitment** button

➢ Select the **NAICs** from the NAICs dropdown and **Specialty code** from the Specialty code drop down. Next, enter **DBE commitment** amount.

NOTE: The EOC system **will** calculate the 60% based off the DBE Commitment amount you put in. For instance, the System calculated the 60% based off the **$5,000** and now DBE credit is **$3,000.**

Sub: POWERLOGICS INC - F593113412				Tier - 01			
423610 - Electrical Apparatus and Equipment, Wiring Supplies, and Related Equipment Merchant Wholesalers	220 - MATERIAL SUPPLIER - WHOLESALE	1/8/2014	$5,000.00	$3,000.00	0.14%		SUBMITED
Sub Total			$5,000.00	$3,000.00	0.14%		

➢ Click **Save** button when done

Save
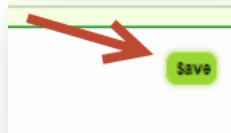
7.2 REPORT 60% CODE DBE SUBPAYMENT

On the payment side, if the user has a material supplier code, the system **does not** calculate the **60%.** Therefore, the user will have to <u>manually</u> put in the **60% in the payment detail** for **DBE credit**.

To obtain the 60% for DBE credit on the payment side, please perform the following steps:

➢ Select the **Sub payments** tab
➢ Select the **Add New Sub payments**

➢ Enter **Contract ID** in the contract id box

➢ Select **Get Contracts** button

➢ **Select** the contract id by clicking on it

➢ Click on the **Sub**

➢ Enter **Payment amount** in the Total payment amount field. Next, select **Add Payment detail** button and then enter the **actual 60% amount** in the DBE credit amount as shown in the diagram below.

NOTE: For DBE Credit on the Payment side, user has to manually put in the 60% amount in the payment detail section as the system does not automatically calculate it.

➢ Click **Save** button when done

8.0 CONCEPT OF PAY ADJUSTMENTS IN EOC

Pay adjustments are created in the DBE Commitment section when a payment is made to a DBE Sub; therefore this is <u>applicable to DBE Subs only</u>. There are three ways in which payment adjustments are created in the **DBE Commitment** section in EOC:

1) If there is a **<u>mismatch of the NAICS code</u>** between a **DBE Payment** and **DBE <u>Commitment</u>** record. If user reports a DBE Payment with the NAICS code that **does not match** what is in the DBE Commitments section, the system will <u>warn the user</u> and create an **invalid** DBE Commitment through a pay adjustment. So please be attentive when you get a warning message.
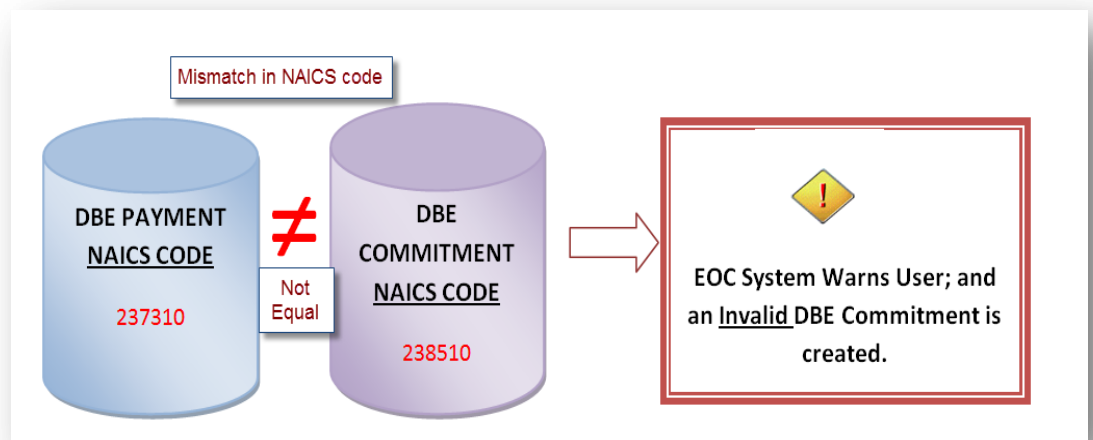
User needs to use the <u>same NAICS CODES</u> for DBE Commitment(s) and DBE Payment(s).
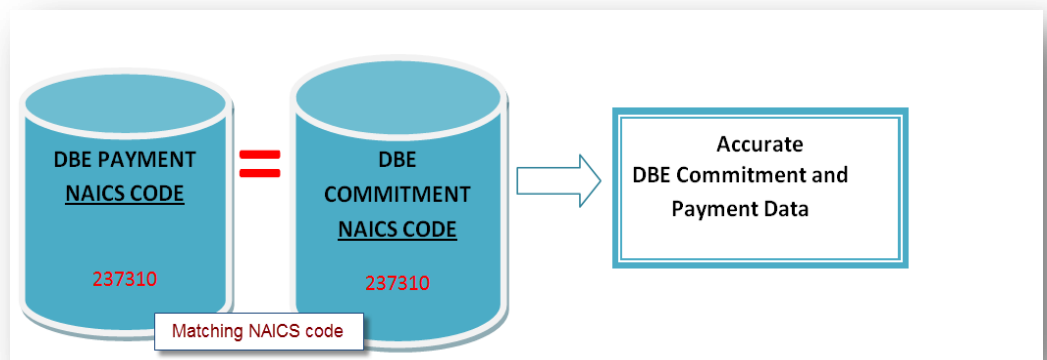
2) The second way a pay adjustment is created is when user reports a **DBE Payment** that is greater than the **DBE Commitment** amount for a **particular NAICS code.** User will get a warning message when this occurs.
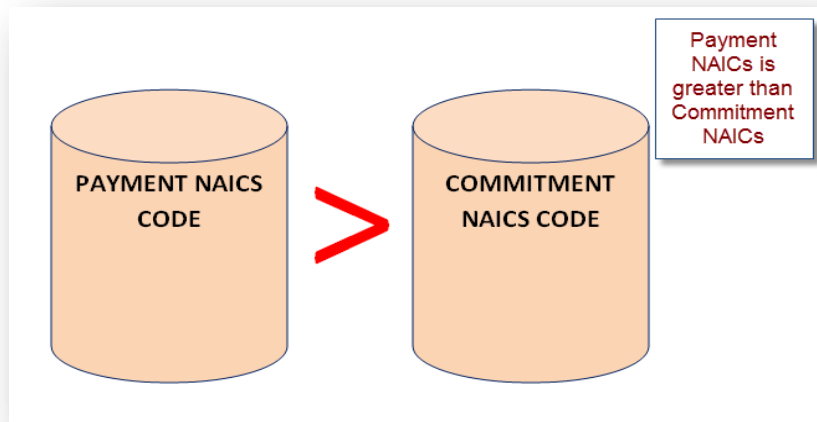
User needs to Increase the DBE Commitment amount to cover the DBE Payment.
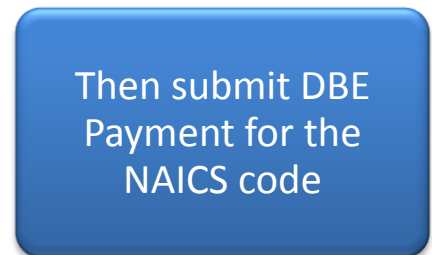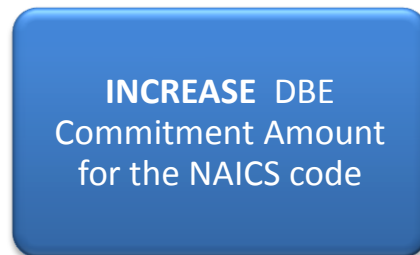
3) The third way a pay adjustment is created is when user submits a **DBE Payment first** without initially submitting a **DBE Commitment** for a **particular NAICS code.** User will get a warning message when this occurs.

Payment
Submitted

BUT

No Commitment

User needs to <u>first</u> create a DBE Commitment and then report the DBE Payment using same NAICs code.

Create DBE Commitment Amount for the NAICS code

Report DBE Payment with same NAICS code

9.0 LOCAL AGENCY CONTRACTS

EOC runs a batch program to pull **Local agency contracts** from an application called **LAPIT**. Certain key information needs to be present in LAPIT for it to appear in EOC. The **local agency** is responsible for inputting the key information into LAPIT.

This information is:

- **Local Agency Contract Number**
- **Prime Name and Federal Tax id Information**
- **Local Agency Contract Execution date**
- **Contract Amount**

NOTE: If any of this information is missing in LAPIT, the Local agency agreement will not be available in EOC.

Once this information is entered in LAPIT, then the lap agreement will appear in EOC for the **Prime Contractor/Consultant** to submit their DBE reporting.

| EOC pulls Local Agency Information from LAPIT | → | LAPIT application |
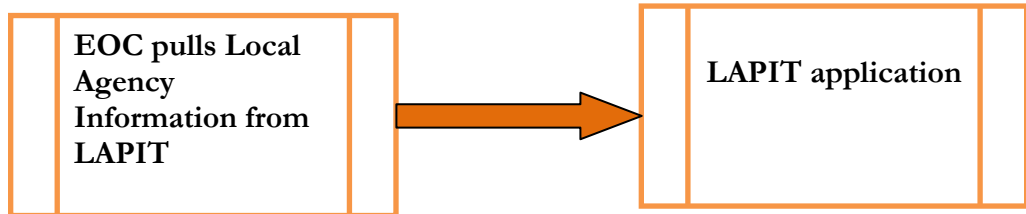
10 REPORTS

Users can run different reports in EOC by selecting the Reports tab. Reports display EOC data that has been submitted by the user.

10.1 KEY REPORTS

Below is a listing of reports that are helpful to the EOC user. These reports will assist user to track their DBE Commitment percentage, DBE payments, DBE grades and overall contract data.
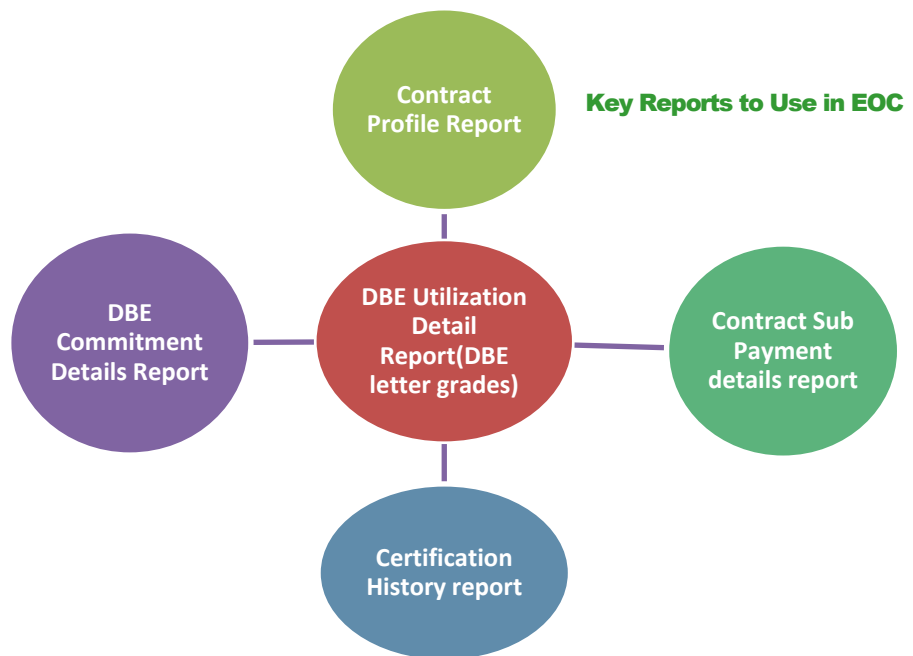
❖ Below are the steps outlined on how to run the different EOC reports:

1) Contract Profile Report: This report allows you to view contract details for a specific contract. It gives detailed information such as general contract information, contract amounts, DBE commitments and DBE sub payments.

To run the report, complete the following steps:
➢ Enter Contract ID
➢ Click Submit

2) Contract Commitment Details Report: The user can view DBE Commitment details such as work type & DBE percentage for a specific contract. This is similar to the DBE Anticipated statement.

To run the report, complete the following steps:
➢ Enter contract ID
➢ Click Submit

3) DBE Utilization Detail Report: This report provides the user a snap shot of their <u>DBE utilization letter grades.</u> This DBE Utilization report is based off the **DBE Commitments** that are reported in EOC. This is why we strongly encourage our EOC users to submit DBE commitments for their Subs as this will have an impact on their DBE letter grades.

To run the report, complete the following steps:

➢ Select Contract Category
➢ Fill in Report Begin Date and End Date
➢ Fill in Fund type
➢ Click Submit button

4) Contract Sub Payment Details Report: User can view payments, the NAICs and Specialty area, total payment amounts, and date reported information.

To run the report, complete the following steps:

➢ Enter Contract ID

➢ Enter begin & end dates (optional). You can leave the dates blank

➢ Click Submit

5) Certification History Report: User can view certification information for a specific firm to view the NAICS that the sub is certified in and when their certification was removed.

To run the report, complete the following steps:

➢ Enter Vendor ID(e.g.F000000000) **or** Vendor Name

➢ Click Submit

6) Bidder Opportunity List Report: User can view what they have submitted for their bidders list. The report shows information such as subs listed on the bidders list and their specialty area.

To run the report, complete the following steps:
- ➤ Select Contract Category and Proposal ID
- ➤ Click Submit

10.2 Other Useful Reports

- ❖ Other useful reports listed in the reports tab include:

1) Commitment Payment Comparison Report: User can compare Payments & DBE Commitments that have been submitted in EOC for a specific contract. It compares the two and lists the difference.

To run the report, complete the following steps:
- ➤ Enter Contract ID
- ➤ Click Submit

2) Contracts Not Reported: User can view the firm's contracts that have not been reported to the Executive board and federal highway. The Report displays information such as contract ID, prime, financial project #, Fed%, contract amounts and date information.

Contract	Prime	Primary Project	Fed %	LTD Reported Contract Amount	Contract Amount Not Yet Reported	DBE Credit Not Yet Reported	Exection Date	Completed Date
		428714-1-72-01		$.00	$38,200.00	$.00	06/03/2010	06/30/2010
		421656-1-52-01	100.00%	$2,219,385.97	-$48,682.05	$477,113.50	12/08/2010	04/25/2012
		227921-2-52-01	100.00%	$1,666,445.18	$82,847.34	$4,702.21	05/24/2011	10/12/2012

Report Output

To run the report, complete the following steps:
- ➢ Select District
- ➢ Select the Funding Type(specifies whether it a federal or state project)
- ➢ Click Submit

3) Contract List Report: User can view their list of contracts that have executed or been released or granted notice to proceed or even completed.

Contract Category: 'CONST'
District : ALL

Report Output

Contract	Prime ID	Prime Name	Primary Project	Awarded Amount	Execution Date	NTP Date	Date Completed	Fed %
		, Inc.	427651-1-52-01	$3,091,087.65	10/12/2012	11/13/2012		100.00%

To run the report, complete the following steps:
- ➢ Select the Contract Category
- ➢ Select Contract Status
- ➢ Select Funding Type
- ➢ Select Date to use selection
- ➢ Select Dates
- ➢ Click Submit

4) Contracts with No Commitments Report: Enables user to view the contracts that do not have any DBE participation.

To run the report:

➢ Select the Contract Category, District, funding type
➢ Click **Submit**

5) DBE Utilization Summary Report: Enables user to view the DBE utilization summary, it lists the contract amount, DBE credit, DBE% and completion date for the firms contracts.

To run the report, complete the following steps:

➢ Select Contract Category
➢ Fill in Report Begin Date and End Date
➢ Fill in Fund type
➢ Click Submit button

6) Closed Contract Sub Payments Report: User can view contracts that have been closed for a specific time period. It outlines information such as contract ID, district, execution date, contract amount and federal %, DBE credit amounts.

To run the report, complete the following steps:

➢ Fill in Begin and End release dates
➢ Click Submit button

TERM	DEFINATION
EOC	**Equal Opportunity Compliance** is a web based system used to manage DBE/MBE reporting and ensure contract compliance.
Bidders Opportunity List	A list that contains bidders information for **ALL** Subcontractors or Subconsultants who quoted the Prime on DOT projects for letting. It includes both **DBEs** and **non-DBEs**. This is now submitted in the EOC system.
Sub Agreement	This is a listing of your Subcontractors or Subconsultants. In EOC, this is where the Prime will initially setup up both **DBEs and non-DBEs (MBEs)** before reporting DBE Commitments, DBE/MBE Subpayments.
DBE Commitment	This is a Subcontract (Sublet) between the **Prime** and **DBE Subcontractor/Subconsultant**. This is where the Prime will list the percentage (DBE dollars) of work performed by the DBE Sub. It is also referred to as the **Anticipated DBE Participation.** This portion is only applicable to DBE Subs. **Note: The Primes DBE Letter grades are based off the DBE Commitment reported in EOC.**
Sub Payment	A payment made to the Sub by the Prime.
Tier	This is the level in which Sub is hired.
Subcontractor Contacts	This is like a black book or address book that stores subcontractors or sub-consultants that are used most often.
NAICs code	The **North American Industry Classification** or NAICS is a six digit code used by business and government to classify business establishments according to type of economic activity.
Retainage	Amount withheld from Subcontractor/Subconsultant.
DBE Directory	A searchable listing of all certified Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) firms eligible to perform work under the federal DBE Program.
DBE	A Disadvantaged Business Enterprise (DBE) is a for-profit, independent small business concern that is: ~At least 51% owned by one or more individuals who are both socially and economically disadvantaged; and ~Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Q: How do I request access to the EOC system as a new user?
Answer: **Prime Contractor/Consultant users need to fill out the EOC access form located at->** **http://webapp02.dot.state.fl.us/AutomatedAccessRequest/**

Q: I have forgotten my EOC password or my password has been revoked?
Answer: **You will need to contact the FDOTservice desk and ask them to reset your mainframe password. The FDOTservice desk can be reached at->** **fdot.servicedesk@dot.state.fl.us** **or call 866-955-4357.**

Q: After how many days does the password expire?
Answer: **EOC passwords expire every 65 days.**

Q: Do I have to report payments for all my Subcontractors/Subconsultants in the EOC system?
Answer: **Users are** **required** **to report payments to** **DBE** **and** **MBE** **Subs. It's optional to the Contractor to report payments to Subs that are neither MBE nor DBE.**

Q: I submitted my payment or commitment to FDOT but I need to make revisions?
Answer: **You can create an adjustment record to increase your existing DBE commitment/Payment. (Reference the manual on how to make adjustments).**

Q: I need assistance with using the EOC system?
Answer: **Contact the EOC helpdesk at->** **EOOhelp@dot.state.fl.us.**

Q: When do I setup my DBE Commitment or DBE Percentage for my DBE Subs?
Answer: **After the Prime has been awarded a contract, they are required to setup their DBE Commitment/DBE Percentage for their DBE Subs in EOC.**

Q: I don't have any DBE Subs on my Project, what do I need to do in EOC?
Answer: **You will need to report Zero DBE Utilization in EOC under the DBE Commitments tab. (Reference the manual on how to submit Zero DBE utilization).**

Q: My local agency contract(s) is missing in EOC?
Answer: **That is because key Information is missing from the source system called LAPIT. The key information such as :**
1) Local agency contract#, 2) Prime name/Federal tax id #, 3) Local agency contract execution date 4) Contract amount. **This information needs to be entered in LAPIT by the** **local agency.** **Once this information is present LAPIT, EOC will upload the contract successfully.**

Q: I don't know what work type (NAICS/Specialty code) that my DBE Sub is performing on the project?
Answer: **Contact your Project manager for the work type the Sub is performing.**

Link to the EOC System

https://www3.dot.state.fl.us/EqualOpportunityCompliance/Account.aspx/
LogIn?ReturnUrl=%2fEqualOpportunityCompliance%2f

EOC Computer Based Training

http://wbt.dot.state.fl.us/ois/EOComplianceCBT/index.htm

EOC Quick Reference Guide

http://www.dot.state.fl.us/equalopportunityoffice/EOC%20RCS%20User%20Man
ual/Contractor%20Quick%20reference.pdf

EOC Help desk

EOOHelp@dot.state.fl.us

EOC SYSTEM HOURS OF OPERATION
All times are Eastern Time (GMT -05:00)

Monday- Friday 6am - 9pm
Saturday 6am - 7pm
Sunday: Not Available